

23 JUL 1973

MEMORANDUM FOR : Director of Personnel
ATTENTION : Chief, Position Management and
Compensation Division
SUBJECT : Establishment of the Executive
Secretariat

1. On 12 July 1973 the CIA Management Committee approved establishment of the Executive Secretariat. The minutes of that meeting contain this approval in paragraph 2-E. It is to have an initial T.O. of sixteen (16) positions with an average grade of 10.062.

2. A copy of the T.O. is attached and includes three (3) upper grade positions, of which two (2) are new. The position of Executive Secretary, GS-17, is the old position 0260. The Deputy Executive Secretary, GS-15, is one of the new upper grade positions as is the Administrative Officer, GS-16; however, the Administrative Officer position replaces position 0302.

3. The Executive Secretariat is to service personnel in the O/DCI complex. The components to be serviced are listed on the bottom of attachment A.

4. Also attached for your information is a copy of MCA-50 which contains the organization approved by the CIA Management Committee. Headquarters Notice 1-99 is being published announcing the establishment of the Executive Secretariat.

/s/ W. E. Colby

W. E. Colby

Executive Secretary
CIA Management Committee

Attachments
A/S

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